



Activity Guide –

AM341: Adjusting, Recategorizing, Transferring, and Retiring Assets

State of Kansas

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Activity 1 – Demonstration: Adjusting Asset Information

Scenario

A piece of machinery equipment that was just purchased for your agency has been entered with the wrong cost. As the **Agency Asset Adjustment, Transfer, and Retirement Processor** you must enter an adjustment to increase the cost of the machinery equipment.

Menu Path

Asset Management → Asset Transactions → Financial Transactions → Cost
Adjust/Transfer Asset

UPK Procedure

Not Applicable

Job Aid

Not Applicable

Instructions

Watch your instructor as he/she demonstrates how to adjust asset information in SMART. DO NOT perform this exercise along with your instructor

Required Data

Field	Value
<i>Asset Cost Adjust/Transfers: Find an Existing Value</i>	
Business Unit	17300
Asset Identification	See User Specific Data
<i>Main Transaction</i>	
Action	Adjustment
*Click the Go button	
<i>Cost Information</i>	
Adjust Current Row by	1000
*Click the Apply button	
*Click the Save button	

User Specific Data

User	Field	Value
Instructor 1	Asset Identification	000000000035
Instructor 2	Asset Identification	000000000036
Instructor 3	Asset Identification	000000000037



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Activity 2 – Challenge: Adjusting and Recategorizing Assets

Scenario

During a review of a new car your agency purchased, you found that the details of the cost and asset category are incorrect. Now, as the **Agency Asset Adjustment, Transfer, and Retirement Processor**, you need to make an adjustment to and recategorize the asset. Your goal is to adjust the cost to the correct amount and update the category of the existing asset, including updating the Asset Profile, Asset Type, and Useful Life in Basic Add.

Menu Path

Asset Management → Asset Transactions → Financial Transactions → Cost
Adjust/Transfer Asset

UPK Procedure

Recategorizing Assets

Job Aid

Not Applicable

Instructions

Use the appropriate steps from the previous UPK walkthrough to complete the exercise scenario in SMART. For fields in the Required Data table that require “user specific data,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

Required Data

Field	Value
<i>Asset Cost Adjust/Transfers: Find an Existing Value</i>	
Business Unit	17300
Asset Identification	See User Specific Data
<i>Main Transaction</i>	
Action	Adjustment
*Click the Go button	
<i>Cost Information</i>	
Adjust Current Row by	1000
*Click the Apply button	
*Click the Save button	
<i>Asset Cost Adjust/Transfers: Find an Existing Value</i>	
Business Unit	17300
Asset Identification	See User Specific Data
<i>Main Transaction</i>	



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Field	Value
Action	Recategorize
Click the Go button	
<i>Cost Information</i>	
Category	VEHCL
*Click the Save button	
<i>Asset Management > Asset Transactions > Owned Assets > Basic Add: Find an Existing Value</i>	
Business Unit	17300
Asset Identification	See User Specific Data
<i>General Information</i>	
Profile ID	540500
*Click OK in the Dialog box	
Asset Type	FLEET
Asset Subtype	CAR
*Click the Book Page link	
*Click the Yes button	
Useful Life	72
*Click the Save button	

User Specific Data

User	Field	Value
User 1	Asset Identification	000000000038
User 2	Asset Identification	000000000039
User 3	Asset Identification	000000000040
User 4	Asset Identification	000000000041
User 5	Asset Identification	000000000042
User 6	Asset Identification	000000000043
User 7	Asset Identification	000000000044
User 8	Asset Identification	000000000045
User 9	Asset Identification	000000000046
User 10	Asset Identification	000000000047
User 11	Asset Identification	000000000048
User 12	Asset Identification	000000000049
User 13	Asset Identification	000000000050
User 14	Asset Identification	000000000051
User 15	Asset Identification	000000000052
User 16	Asset Identification	000000000053
User 17	Asset Identification	000000000054
User 18	Asset Identification	000000000055
User 19	Asset Identification	000000000056
User 20	Asset Identification	000000000057



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User 21	Asset Identification	000000000058
User 22	Asset Identification	000000000059
User 23	Asset Identification	000000000060
User 24	Asset Identification	000000000061
User 25	Asset Identification	000000000062
Instructor 1	Asset Identification	000000000063
Instructor 2	Asset Identification	000000000064
Instructor 3	Asset Identification	000000000065



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Activity 3 – Demonstration: Transferring Assets within Business Units

Scenario

Your department has two copiers but only uses one of them on a regular basis. Your agency decides to move the copier to another department within your agency. You are the **Agency Asset Adjustment, Transfer, and Retirement Processor** for your agency. You have determined that you must now perform an intraunit transfer to update the asset.

Menu Path

Asset Management → Asset Transactions → Financial Transactions → Cost
Adjust/Transfer Asset

UPK Procedure

Not Applicable

Job Aid

Not Applicable

Instructions

Watch your instructor as he/she demonstrates how to transfer an asset within a business unit. Do NOT perform this exercise along with your instructor.

Required Data

Field	Value
<i>Asset Cost Adjust/Transfers: Find an Existing Value</i>	
Business Unit	17300
Asset Identification	See User Specific Data
<i>Main Transaction</i>	
Action	Transfer
*Click the Go button	
<i>Cost Information</i>	
Dept	1730101200
Fund	1000
Bud Unit	0210
Program	01220
*Click the Save button	

User Specific Data

User	Field	Value
Instructor 1	Asset Identification	000000000066
Instructor 2	Asset Identification	000000000067

User	Field	Value
Instructor 3	Asset Identification	000000000068



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Activity 4 – Challenge: Transferring Assets Within Business Units

Scenario

You are the **Agency Asset Adjustment, Transfer, and Retirement Processor** for your agency. You are informed that an asset needs to be transferred to another department within your agency. Transfer the printer/copier to a different department within your agency.

Menu Path

Asset Management → Asset Transactions → Financial Transactions → Cost Adjust/Transfer Asset

UPK Procedure

Not Applicable

Job Aid

Not Applicable

Instructions

Use the appropriate steps from the previous Instructor led walkthrough(s) to complete the exercise scenario in SMART. For fields in the Required Data table that require “user specific data,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

Required Data

Field	Value
<i>Asset Cost Adjust/Transfers: Find an Existing Value</i>	
Business Unit	17300
Asset Identification	See User Specific Data
<i>Main Transaction</i>	
Action	Transfer
*Click the Go button	
<i>Cost Information</i>	
Dept	1730101200
Fund	2010
Bud Unit	0500
Program	01220
*Click the Save button	



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User Specific Data

User	Field	Value
User 1	Asset Identification	000000000069
User 2	Asset Identification	000000000070
User 3	Asset Identification	000000000071
User 4	Asset Identification	000000000072
User 5	Asset Identification	000000000073
User 6	Asset Identification	000000000074
User 7	Asset Identification	000000000075
User 8	Asset Identification	000000000076
User 9	Asset Identification	000000000077
User 10	Asset Identification	000000000078
User 11	Asset Identification	000000000079
User 12	Asset Identification	000000000080
User 13	Asset Identification	000000000081
User 14	Asset Identification	000000000082
User 15	Asset Identification	000000000083
User 16	Asset Identification	000000000084
User 17	Asset Identification	000000000085
User 18	Asset Identification	000000000086
User 19	Asset Identification	000000000087
User 20	Asset Identification	000000000088
User 21	Asset Identification	000000000089
User 22	Asset Identification	000000000090
User 23	Asset Identification	000000000091
User 24	Asset Identification	000000000092
User 25	Asset Identification	000000000093
Instructor 1	Asset Identification	000000000094
Instructor 2	Asset Identification	000000000095
Instructor 3	Asset Identification	000000000096



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Activity 5 – Demonstration: Retiring an Asset by Sale

Scenario

Your agency has been given local disposition authority and a car that the agency has purchased is no longer needed and the agency has decided to sell it. As the **Agency Asset Adjustment, Transfer, and Retirement Processor** you need to retire the asset by sale.

Menu Path

Asset Management → Asset Transactions → Asset Disposal → Retire/Reinstate Asset

UPK Procedure

Not Applicable

Job Aid

Not Applicable

Instructions

Watch your instructor as he/she demonstrates how to retire an asset by sale. Do NOT perform this exercise along with your instructor.

Required Data

Field	Value
<i>Asset Retirements: Find an Existing Value</i>	
Business Unit	17300
Asset Identification	See User Specific Data
<i>Retire Assets</i>	
Status	In Service
Retire As	Retirement by Sale
*Click the Go button	
Removal Cost	100
Proceeds	15,000
*Click the Save button	
Status	Disposed
<i>History > Review Costs: Asset Cost History</i>	
Business Unit	17300
Asset Identification	See User Specific Data

User Specific Data

User	Field	Value
Instructor 1	Asset Identification	000000000128
Instructor 2	Asset Identification	000000000129
Instructor 3	Asset Identification	000000000130



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Activity 6 – Exercise: Retiring an Asset by Sale

Scenario

A tractor that the agency has purchased is no longer needed and the agency has decided to sell it. As the **Agency Asset Adjustment, Transfer, and Retirement Processor** you need to retire the asset by sale. Your agency has been given local disposition authority.

Menu Path

Asset Management → Asset Transactions → Asset Disposal → Retire/Reinstate Asset

UPK Procedure

Not Applicable

Job Aid

Not Applicable

Instructions

Use the appropriate steps from the previous Instructor led walkthrough(s) to complete the exercise scenario in SMART. For fields in the Required Data table that require “user specific data,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

Required Data

Field	Value
<i>Asset Retirements: Find an Existing Value</i>	
Business Unit	17300
Asset Identification	See User Specific Data
<i>Retire Assets</i>	
Retire As	Retirement by Sale
*Click the Go button	
Removal Cost	0
Proceeds	10,000
*Click the Save button	
<i>History > Review Costs: Asset Cost History</i>	
Business Unit	17300
Asset Identification	See User Specific Data

User Specific Data

User	Field	Value
User 1	Asset Identification	000000000131
User 2	Asset Identification	000000000132



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User	Field	Value
User 3	Asset Identification	000000000133
User 4	Asset Identification	000000000134
User 5	Asset Identification	000000000135
User 6	Asset Identification	000000000136
User 7	Asset Identification	000000000137
User 8	Asset Identification	000000000138
User 9	Asset Identification	000000000139
User 10	Asset Identification	000000000140
User 11	Asset Identification	000000000141
User 12	Asset Identification	000000000142
User 13	Asset Identification	000000000143
User 14	Asset Identification	000000000144
User 15	Asset Identification	000000000145
User 16	Asset Identification	000000000146
User 17	Asset Identification	000000000147
User 18	Asset Identification	000000000148
User 19	Asset Identification	000000000149
User 20	Asset Identification	000000000150
User 21	Asset Identification	000000000151
User 22	Asset Identification	000000000152
User 23	Asset Identification	000000000153
User 24	Asset Identification	000000000154
User 25	Asset Identification	000000000155
Instructor 1	Asset Identification	000000000156
Instructor 2	Asset Identification	000000000157
Instructor 3	Asset Identification	000000000158



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Activity 7 – Walkthrough: Retiring an Asset by Trade-In

Scenario

You need to replace the aircraft used by your Agency by retiring the old aircraft as a trade-in and adding a new aircraft. The trade-in amount will be automatically applied to the cost of the new aircraft when adding the new asset. **Note:** Depreciation has to be run on the asset being traded in before the new asset can be added. Depreciation is run nightly by central. You may request central to run AD Hoc if needed immediately.

Menu Path

Asset Management → Asset Transactions → Asset Disposal → Retire/Reinstate Asset

UPK Procedure

Not Applicable

Job Aid

Not Applicable

Instructions

Follow along with your instructor as he/she demonstrates how retire an asset by trade-in in SMART. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require “user specific data,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, ask the instructor for guidance.

Required Data

Field	Value
<i>Asset Retirements: Find an Existing Value</i>	
Business Unit	17300
Asset Identification	See User Specific Data
<i>Retire Assets</i>	
Retire As	Traded In for another Asset
*Click the Go button	
Removal Cost	0
Proceeds	10,000
*Click the Save button	
<i>Asset Management > Asset Transactions > Owned Assets> Express Add</i>	
<i>Add a New Value</i>	
Business Unit	17300
Asset Identification	NEXT
<i>Cost / Asset Information</i>	
Profile ID	540610
Description	Airplane



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Field	Value
Location	KWICH
Cost	50000
Dept	1730101015
Fund	2010
Bud Unit	0210
Program	01031
*Click the Default Profile button	
Acquisition Code	Trade-In
*Click the Refresh button	
Asset ID	See Use Specific Data 2
*Click the Save button	

User Specific Data

User	Field	Value
User 1	Asset Identification	000000000159
User 2	Asset Identification	000000000160
User 3	Asset Identification	000000000161
User 4	Asset Identification	000000000162
User 5	Asset Identification	000000000163
User 6	Asset Identification	000000000164
User 7	Asset Identification	000000000165
User 8	Asset Identification	000000000166
User 9	Asset Identification	000000000167
User 10	Asset Identification	000000000168
User 11	Asset Identification	000000000169
User 12	Asset Identification	000000000170
User 13	Asset Identification	000000000171
User 14	Asset Identification	000000000172
User 15	Asset Identification	000000000173
User 16	Asset Identification	000000000174
User 17	Asset Identification	000000000175
User 18	Asset Identification	000000000176
User 19	Asset Identification	000000000177
User 20	Asset Identification	000000000178
User 21	Asset Identification	000000000179
User 22	Asset Identification	000000000180
User 23	Asset Identification	000000000181
User 24	Asset Identification	000000000182
User 25	Asset Identification	000000000183
Instructor 1	Asset Identification	000000000184
Instructor 2	Asset Identification	000000000185



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Instructor 3	Asset Identification	000000000186
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User Specific Data 2

User	Field	Value
User 1	Asset Identification 2	000000000214
User 2	Asset Identification 2	000000000215
User 3	Asset Identification 2	000000000216
User 4	Asset Identification 2	000000000217
User 5	Asset Identification 2	000000000218
User 6	Asset Identification 2	000000000219
User 7	Asset Identification 2	000000000220
User 8	Asset Identification 2	000000000221
User 9	Asset Identification 2	000000000222
User 10	Asset Identification 2	000000000223
User 11	Asset Identification 2	000000000224
User 12	Asset Identification 2	000000000225
User 13	Asset Identification 2	000000000226
User 14	Asset Identification 2	000000000227
User 15	Asset Identification 2	000000000228
User 16	Asset Identification 2	000000000229
User 17	Asset Identification 2	000000000230
User 18	Asset Identification 2	000000000231
User 19	Asset Identification 2	000000000232
User 20	Asset Identification 2	000000000233
User 21	Asset Identification 2	000000000234
User 22	Asset Identification 2	000000000235
User 23	Asset Identification 2	000000000236
User 24	Asset Identification 2	000000000237
User 25	Asset Identification 2	000000000238
Instructor 1	Asset Identification 2	000000000239
Instructor 2	Asset Identification 2	000000000240
Instructor 3	Asset Identification 2	000000000241



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Activity 8 – Walkthrough: Reinstating Assets

Scenario

A previously retired asset within your agency is still being used and needs to be reinstated as an asset on your books. As the **Agency Asset Adjustment, Transfer, and Retirement Processor** you need to reinstate the asset.

Menu Path

Asset Management → Asset Transactions → Asset Disposal → Retire/Reinstate Asset

UPK Procedure

Not Applicable

Job Aid

Not Applicable

Instructions

Follow along with your instructor as he/she demonstrates how to reinstate assets in SMART. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require “user specific data,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, ask the instructor for guidance.

Required Data

Field	Value
<i>Asset Retirements: Find an Existing Value</i>	
Business Unit	17300
Asset Identification	See User Specific Data
*Click the Reinstate button	
*Click the Save button	

User Specific Data

User	Field	Value
User 1	Asset Identification	000000000187
User 2	Asset Identification	000000000188
User 3	Asset Identification	000000000189
User 4	Asset Identification	000000000190
User 5	Asset Identification	000000000191
User 6	Asset Identification	000000000192
User 7	Asset Identification	000000000193
User 8	Asset Identification	000000000194
User 9	Asset Identification	000000000195
User 10	Asset Identification	000000000196



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User	Field	Value
User 11	Asset Identification	000000000197
User 12	Asset Identification	000000000198
User 13	Asset Identification	000000000199
User 14	Asset Identification	000000000200
User 15	Asset Identification	000000000201
User 16	Asset Identification	000000000202
User 17	Asset Identification	000000000203
User 18	Asset Identification	000000000204
User 19	Asset Identification	000000000205
User 20	Asset Identification	000000000206
User 21	Asset Identification	000000000207
User 22	Asset Identification	000000000208
User 23	Asset Identification	000000000209
User 24	Asset Identification	000000000210
User 25	Asset Identification	000000000211
Instructor 1	Asset Identification	000000000212
Instructor 2	Asset Identification	000000000213
Instructor 3	Asset Identification	000000000214



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Activity 9 – Challenge: Retiring and Reinstating Assets

Scenario

As the **Agency Asset Adjustment, Transfer, and Retirement Processor** at your agency, you have been given a list of three assets within your agency that need to be retired. Two will be retired by sale and the other can be scrapped. Use a disposal worksheet to retire each of the assets. Additionally, an asset was retired by mistake. Navigate to that asset and reinstate the asset.

Menu Path

Asset Management → Asset Transactions → Asset Disposal → Disposal Worksheet

UPK Procedure

Retiring Assets by Disposal Worksheet

Job Aid

Not Applicable

Instructions

Use the appropriate steps from the previous UPK walkthrough(s) to complete the exercise scenario in SMART. For fields in the Required Data table that require “user specific data,” be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

Required Data

Field	Value
<i>Disposal Worksheet</i>	
Business Unit	01600
Location	See User Specific Data
*Click the Retrieve button	
*Click the Select All button	
<i>Disposal Worksheet: Retirement Information</i>	
Asset #1 Disposal Code	Sale
Asset #1 Proceeds	500
Asset #2 Disposal Code	Sale
Asset #2 Proceeds	1000
Asset #3 Disposal Code	Scrap
Asset #3 Removal Cost	100
*Click the Submit for Disposal button	
*Click the OK button	
Reinstate	
<i>Retire/Reinstate > Asset Retirements: Find an Existing Value</i>	



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Field	Value
Business Unit	01600
Asset Identification	See User Specific Data
*Click the Reinstate button	
*Click the Save button	

User Specific Data

User	Field	Value
User 1	Location	KTAGD
User 2	Location	KTAMV
User 3	Location	KTANC
User 4	Location	KTARC
User 5	Location	KTARM
User 6	Location	KTBST
User 7	Location	KTCAP
User 8	Location	KTCLM
User 9	Location	KTCOS
User 10	Location	KTFIP
User 11	Location	KTFWH
User 12	Location	KTHPG
User 13	Location	KTJCC
User 14	Location	KTKUC
User 15	Location	KTMAT
User 16	Location	KWCEM
User 17	Location	KWEBR
User 18	Location	KWFCF
User 19	Location	KWKVH
User 20	Location	KWSOB
User 21	Location	KLCRI
User 22	Location	KLENG
User 23	Location	KLHSP
User 24	Location	KLMOC
User 25	Location	KLWFC
Instructor 1	Location	KDMPO
Instructor 2	Location	KDOFE
Instructor 3	Location	KDCAR



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User Specific Data 2

User	Field	Value
User 1	Asset Identification	000000000090
User 2	Asset Identification	000000000091
User 3	Asset Identification	000000000092
User 4	Asset Identification	000000000093
User 5	Asset Identification	000000000094
User 6	Asset Identification	000000000095
User 7	Asset Identification	000000000096
User 8	Asset Identification	000000000097
User 9	Asset Identification	000000000098
User 10	Asset Identification	000000000099
User 11	Asset Identification	000000000100
User 12	Asset Identification	000000000101
User 13	Asset Identification	000000000102
User 14	Asset Identification	000000000103
User 15	Asset Identification	000000000104
User 16	Asset Identification	000000000105
User 17	Asset Identification	000000000106
User 18	Asset Identification	000000000107
User 19	Asset Identification	000000000108
User 20	Asset Identification	000000000109
User 21	Asset Identification	000000000110
User 22	Asset Identification	000000000111
User 23	Asset Identification	000000000112
User 24	Asset Identification	000000000113
User 25	Asset Identification	000000000114
Instructor 1	Asset Identification	000000000115
Instructor 2	Asset Identification	000000000116
Instructor 3	Asset Identification	000000000117